

Tuition and Fees

The cost of a student's education at the university varies with individual circumstances. The amount charged for resident undergraduate tuition and fees is set by the state and is indexed to the cost of instruction. Tuition and fees for non-residents and graduate students are set by the University of Washington Board of Regents. Because inflation increases costs, tuition rates generally increase each year. Since university costs are supported by the state, the rates charged to students who are not residents of Washington state are higher than the rates for residents. Please refer to the Registration, Academic and University Policies sections for information regarding residency classification. Tuition charges are based on the student's classification (undergraduate or graduate) rather than on course level. See chart on next page for tuition rates. Rates are subject to change without notice.

Tuition and Fee Payment

Students incur an obligation to pay tuition and fees in U.S. dollars when they register. Students receive email notification once tuition charges are available on MyUW. Payment in full of tuition is due by the third Friday of the quarter. Nonpayment of tuition and fees by the due date results in a charge of \$50 for balances of \$50 to \$250 and \$120 for balances in excess of \$250. Students with an overdue balance will not be allowed to register for the next quarter.

Options for tuition payment

Plan 1: Tuition in Full

This plan is best for students receiving financial aid (such as loans, grants, scholarships and Chapter 31 V.A. benefits) and those who are able to pay their tuition in full. Payment by check or money order may be made to the UW Tacoma Cashier or mailed to the UW Tacoma Cashier's Office, Campus Box 358433, 1900 Commerce Street, Tacoma, WA 98402. Credit card payments may be made online through MyUW. There

is a convenience charge assessed when using this option. The amount in full is due by 5 p.m. on the third Friday of the quarter. Tuition may be paid out of the financial aid award or by using emergency loans.

Plan 2: Tuition Installment Plan

This plan is best for students who are not receiving financial aid and who would like to make payments over several pay periods. Students must enroll for this option each quarter with the UW Tacoma Cashier during the first week of the quarter. One third of the tuition plus a \$10 service charge is due by the first Friday of the quarter. The remaining balance of tuition is due in two equal payments on the third and fifth Fridays of the quarter. To qualify for the installment plan all payments must be made on time. The second and third payments are subject to late fees as shown in the table on page 11. Payments must be made to the UW Tacoma Cashier.

When the payment is not in conformance with the tuition and fee billing, specific instructions on how the payment is to be applied must accompany the payment. In the absence of instructions, the university makes a reasoned interpretation of the student's intent and accounts for the funds accordingly. The student number must be specified on all payments.

Tuition Forfeiture

When students drop or withdraw from courses after the first week of the quarter and the drop results in lower tuition, the university reserves the right to collect one-half the tuition through the 30th calendar day of the quarter for the dropped course or courses and full tuition after the 30th calendar day of the quarter. In some circumstances students may petition the registrar to have the tuition forfeiture waived. Details are available in the Office of the Registrar (see Request to Waive Tuition Forfeiture or Registration Fees, this page).

Request to Waive Tuition Forfeiture or Registration Fees

If a student feels that he or she has been charged a tuition forfeiture or registration fee in error or wishes to contest a forfeiture or fee, he or she may complete a request to waive tuition forfeiture or registration fees form. Failure to check your tuition balance on MyUW does not nullify a student's responsibility for payment by the tuition due date and is not an acceptable justification for a waiver. Please refer to the form for appropriate guidelines for granting these requests.

Petitions must be received by the UW Tacoma registrar no later than the last day of instruction.

Tuition and Fee Refund

When a fee payment is made by check, a waiting period is required before a refund can be authorized. An application for refund may be refused unless it is made during the quarter in which the fees apply. A student who withdraws for disciplinary reasons forfeits all rights to refund or cancellation of any portion of his or her fees.

Other Fees

Explanation of fees where necessary follows. All fees are subject to change without notice.

Application Fees

There is no reduction in fees for auditors.

Undergraduate	\$ 60
Undergraduate International	\$ 75
Undergrad. Returning Students	\$ 60
Graduate	\$ 65
Graduate Nonmatriculated	\$ 65

Late Payment of Tuition

If balance exceeds \$250.....	\$ 120
If balance is \$50 – \$250.....	\$ 50
If balance is less than \$50	\$ 0

Registrar's Office Service Fees

Late Registration

First through 10th day of class	\$ 25
After 10th day of class.....	\$ 75

A late registration service charge of \$25 is assessed when a student has not registered for any credits before the first day of the quarter. The fee is in effect through the 10th day of the quarter. Students whose first registration occurs after the 10th day of the quarter will be assessed a \$75 fee. If circumstances warrant, waiver of the fees or

service charge may be petitioned to the UW Tacoma Registrar using the Request to Waive Tuition Forfeiture or Registration Fees form.

Change of Registration\$ 20

Only charged after the first week of the quarter

On the first day of the second week of classes, a \$20 change-of-registration fee is assessed for any number of add, drop or change transactions (including change of grading option) made on a given day. The fee is a transaction/service charge, not a penalty, and is in addition to any change in tuition or forfeiture as a result of adds, drops or changes. There is no charge prior to or during the first week of classes.

Duplicate diploma with

paper cover	\$ 10
Replacement of Student ID Card	\$ 10
Transcript (Official).....	\$ 9

Special Course and Laboratory Fees

Some courses have extraordinary expenses associated with them and, in such cases, the University may charge additional fees in amounts that approximate the added instructional or laboratory costs.

Technology Fee

This fee is to recover, in whole or in part, the costs of providing and maintaining services to students that include, but are not limited to, the following: access to the Internet, email, computer and multimedia workstations and laboratories, computer

2009-2010 Quarterly Tuition Rates*

Tuition rates are subject to change without notice.

Undergraduate

(includes nonmatriculated and postbaccalaureate students taking undergraduate courses)

	RESIDENT	NON-RESIDENT
10 – 18 credits	\$ 2,551	\$ 8,110
Fee per credit over 18 credits	\$ 238	\$ 793
9 credits.....	\$ 2,296	\$ 7,299
8 credits.....	\$ 2,041	\$ 6,488
7 credits.....	\$ 1,786	\$ 5,677
6 credits.....	\$ 1,531	\$ 4,866
5 credits.....	\$ 1,276	\$ 4,055
4 credits.....	\$ 1,021	\$ 3,244
3 credits.....	\$ 766	\$ 2,433
2 credits (min.).....	\$ 511	\$ 1,622

Master of Arts Master of Social Work

	RESIDENT	NON-RESIDENT
7 – 18 credits	\$ 3,563	\$ 8,010
Fee per credit over 18 credits	\$ 484	\$ 1,119
6 credits.....	\$ 3,054	\$ 6,865
5 credits.....	\$ 2,545	\$ 5,721
4 credits.....	\$ 2,036	\$ 4,577
3 credits.....	\$ 1,527	\$ 3,432
2 credits (min.).....	\$ 1,018	\$ 2,288

Master of Nursing; Master of Education

	RESIDENT	NON-RESIDENT
7 – 18 credits	\$ 3,730	\$ 8,176
Fee per credit over 18 credits	\$ 508	\$ 1,143
6 credits.....	\$ 3,197	\$ 7,008
5 credits.....	\$ 2,664	\$ 5,840
4 credits.....	\$ 2,132	\$ 4,672
3 credits.....	\$ 1,599	\$ 3,504
2 credits (min.).....	\$ 1,066	\$ 2,336

Master of Science in Computing and Software Systems

	RESIDENT	NON-RESIDENT
7 – 18 credits	\$ 3,896	\$ 8,343
Fee per credit over 18 credits	\$ 531	\$ 1,167
6 credits.....	\$ 3,340	\$ 7,151
5 credits.....	\$ 2,783	\$ 5,960
4 credits.....	\$ 2,226	\$ 4,672
3 credits.....	\$ 1,670	\$ 3,504
2 credits (min.).....	\$ 1,113	\$ 2,336

Master of Business Administration

	RESIDENT	NON-RESIDENT
7 – 18 credits	\$ 5,436	\$ 9,743
Fee per credit over 18 credits	\$ 751	\$ 1,367
6 credits.....	\$ 4,660	\$ 8,351
5 credits.....	\$ 3,883	\$ 6,960
4 credits.....	\$ 3,106	\$ 5,568
3 credits.....	\$ 2,330	\$ 4,176
2 credits (min.).....	\$ 1,553	\$ 2,785

Postbaccalaureate; Graduate Nonmatriculated

(Postbaccalaureate and nonmatriculated students enrolled in courses at the 500 level or above)

	RESIDENT	NON-RESIDENT
7 – 18 credits	\$ 3,896	\$ 8,343
Fee per credit over 18 credits	\$ 531	\$ 1,167
6 credits.....	\$ 3,340	\$ 7,151
5 credits.....	\$ 2,783	\$ 5,960
4 credits.....	\$ 2,226	\$ 4,672
3 credits.....	\$ 1,670	\$ 3,504
2 credits (min.).....	\$ 1,113	\$ 2,336

*Tuition rates shown include building and technology fees.

software and dial-up telephone services. Part-time students (those paying less than full-time tuition) are charged on a prorated basis. The fee is included on the quarterly tuition billing.

Financial Obligations

The Office of Student Fiscal Services is authorized to place an administrative hold on the records of any student who fails to pay amounts due to the university. Until this hold is cleared, the university does not release the student's record or any information based on the record, does not prepare transcripts or certified statements, and denies registration as well as graduation from the university.

Tuition and fees (including parking and library fines) not paid by the end of the academic quarter are subject to an interest charge of 1 percent per month, or fraction thereof (12 percent APR), beginning the month following the end of the quarter.

An administrative hold also may occur when a student has not complied with university rules, followed university procedures or satisfied student obligations. The hold may be placed on the student's record by the authorized university office responsible for enforcement of the rule, procedure or obligation involved. The student is not permitted to register for any subsequent quarter or to obtain a transcript of his or her record or a certified statement except on the written release of the office that placed the hold.

Tuition Exemption

Eligible university and state of Washington employees may enroll for and receive a tuition exemption for up to six credits each quarter, provided they enroll on a space-available basis. Eligible students are allowed to enroll for more than six credits and will be charged tuition accordingly for the additional credits. All students participating in the tuition-exemption program will be assessed a quarterly \$30 registration fee and must pay other applicable fees, including the technology fee. **A participating student may not register for any course, including the credits beyond six that the student will be paying for, prior to the student's assigned space-available registration day, or the exemption will be canceled.** Matriculated students desiring a higher registration priority to facilitate course enrollment may choose to cancel their exemption for the quarter, register early and pay regular tuition rates. Space availability applies to degree programs as well as courses, and fully enrolled programs may not have space

to accommodate students using the tuition exemption.

Eligible students must hold one of the following statuses on the day the exemption form is approved, and must be in that status on the first day of the quarter for which the exemption was granted. To be eligible a student must be:

- A University of Washington employee: permanent classified or contract classified staff who are employed half-time or more with six months or more of continuous service prior to the first day of the quarter and faculty/professional staff employed half-time or more on the first day of class.
- A non-University of Washington permanent classified or contract State of Washington employee employed half-time or more.
- A permanent classified or exempt paraprofessional employee of a technical college employed half-time or more.
- A non-academic employee or member of the faculty or instructional staff employed half-time or more at a state institution of higher education other than the University of Washington.

A note of caution: A UW employee pursuing a graduate program or graduate-level coursework claims the amount of the quarterly exemption as income on the **federal income tax** return unless his or her supervisor has certified that the program or coursework is job related. If it is determined that the course is not job related, the value of the exemption will be considered income and subject to withholding.

Qualifying Courses

Courses that involve intensive one-on-one interaction between faculty member and student (such as independent study, research and some fieldwork courses) do not qualify under the definition of "space available." Tuition-exempt students may be required to pay full tuition to enroll in these courses. See the quarterly Registration Guide for details. All 600- and 700-level courses are excluded from the tuition exemption program.

Admission Status

Individuals who wish to participate in the tuition exemption program must apply for admission to the University of Washington Tacoma. Applicants are subject to the same priority application dates as other

new students. Individuals wishing to apply as matriculated students or as graduate nonmatriculated students to a UW Tacoma academic program, should contact the specific program office for details regarding the application process and space availability in the program. New nonmatriculated students should submit applications for admission to the Office of Admissions Processing. **Because tuition exempt paperwork must be received no later than two weeks prior to the start of the quarter, new applicants are encouraged to submit their tuition exemption paperwork regardless of their pending application status.**

Program participants who are former UW Tacoma students returning in the same classification or as nonmatriculated students should submit their application for admission to the Office of Admissions Processing.

Registration and fees

The Office of the Registrar accepts tuition exempt paperwork for the next quarter beginning the Monday after the 10th day of the current quarter. **Paperwork must be submitted each quarter and must be received no later than two weeks prior to the first day of the quarter in which attendance is planned.** UW Tacoma strictly adheres to this deadline. Paperwork must be complete, including required signatures, or it will be returned. Paperwork that has been returned must be completed by the same deadline noted above.

Actual registration for courses begins through MyUW on or after the appropriate eligibility dates. Registration dates are posted on the Registration Guide website at www.tacoma.washington.edu/register. Under the tuition exemption program, tuition-exempt students must pay the quarterly technology fee. They will be billed this fee, and any other applicable fees, plus the \$30 tuition exemption registration fee once they have registered for a course.

UW faculty/staff ID cards may be used for library services. Participating state of Washington employees may obtain student ID cards for library services from the Office of Enrollment Services.

More information and the quarterly required tuition exemption form are available on our website or in the Office of Enrollment Services.